



DUNCHURCH PARISH COUNCIL

Dunchurch Community Library, School Street, Dunchurch, CV22 6PA
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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE DPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Ordinary Council Zoom Meeting of Dunchurch Parish Council that took place on Monday, 14th June 2021 in Dunchurch Village Hall and remotely via Zoom, commencing at 7.15 pm.

Present: Cllrs Howard Marsh (Chair), Jan Gee-Russell, Gillian O' Connell, Steven Kaudeur, Paul Le Poidevin and Cara Martin. Jon Marlow and Ian Grogan joined the DPC Cllrs after signed their Declaration of Acceptance of Office forms.

3 Members of the public were present.

Cllr Howie Marsh welcomed everyone to the meeting and said he was deputising for Tracey as she was away on holiday. He went through the various instructions and procedures for the Zoom and face to face meeting.

Cllr Marsh went on to read out the following notice: Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. During remote meetings, if a member of the public wishes to record the meeting, they may do so, if they are present whilst the recording takes place and can be positively identified during the meeting. If any member of the Public cannot be positively identified when asked if they are present, the Chair reserves the right to request termination of the contact with the meeting host.

Public Participation Session:

- Following on from the above statement, a Parishioner said that she did not want to be videoed or recorded and she did not want to have her face, voice or name uploaded on to any form of social media, apart from the official recording that the DPC did.
- Cllr Marsh asked a Parishioner if they could turn on their video on their Zoom link three times to acknowledge that they were present and did not receive any response, so the Clerk placed the Parishioner in the 'Waiting Room'.

AGENDA

1. **Apologies.** To receive apologies and to approve reasons for absence.
Apologies were received and accepted from Cllr Tracey Price and Ken Knott. The Clerk registered apologies from both RBC Cllrs Peter Eccleson and Deepah Roberts and WCC Cllr Howard Roberts.

2. DPC to receive the Declaration of Acceptance of two newly elected Cllrs – Jon Marlow and Ian Grogan.

Cllr Marsh introduced and welcomed the two new Cllrs to Dunchurch PC advising that they had both been elected following uncontested elections. Cllrs Jon Marlow and Ian Grogan signed their Declaration of Acceptance of Office forms in front of the Clerk & Cllrs.

The Clerk advised that she would be in touch with Jon and Ian about the next steps. Cllrs Marlow and Grogan started to participate in the meeting.

3. Declarations of Interests and Dispensations.

Cllr Cara Martin & Jon Marlow said that they had a personal interest in Item 11, as their children attended the school.

4. Reports from Rugby Borough Councillor and Warwickshire County Councillor.

No reports had been received from either Cllr Eccleson or Cllr Roberts. Cllr O'Connell registered her concern that neither Cllrs had sent their apologies, nor sent a written report. Following a discussion, it was agreed that the DPC could request that one Cllr attend a DPC meeting every four months and the remainder of the time, ask if they could send a written report. A Parishioner said that she felt it was appalling that neither Cllr had attended the DPC meetings for some time and the Clerk was requested to find out some more information about what obligations, if any, County and Rugby Cllrs had. The Clerk was also requested to write to Cllr Eccleson and Cllr Roberts to ask if they were free to meet some of the DPC Cllrs outside a formal meeting.

5. Minutes of the Dunchurch Annual Assembly on 28th April, the Ordinary Parish Council meeting which took place on 4th May and the Annual PC Meeting on 17th May 2021.

Cllr Marsh asked if the DPC agreed with the draft minutes of the Dunchurch Parish Assembly dated 28th April 2021, which had been uploaded on to the DPC web site as a draft. It was noted that the minutes of the Assembly will be approved at the Assembly next year.

Cllr Marsh went on to ask if the DPC accepted and agreed with the minutes dated 4th May 2021 and the minutes of the Annual PC meeting on 17th May 2021.

It was RESOLVED that the Minutes of the above meetings were confirmed as a true record in each case and could be signed by the Chair. This motion was proposed by Cllr Paul Le Poidevin, seconded by Cllr Cara Martin and the minutes were then unanimously approved by those Councillors present at the meeting.

6. Clerks Report of Activities since the last DPC Meeting.

- The Clerk asked Cllrs whether they would prefer to go for Dual Litter and Dog Waste Stickers at £54.00 for 10 or £108.00 for 20. Cllrs responded by saying that they would like to order 20 stickers.
- The Clerk asked which Specification for a Dog Waste Bin on Arkwright Field they feel would be most appropriate. Cllrs responded by saying that they would like to order the Steel Jumbo 120 litre bin.
- The Clerk reported that she had attended a Zoom meeting with Tomas Parker from RBC in respect of re-establishing the Play Rangers in Dunchurch. She confirmed that she had sent an email to all the Cllrs giving them a resume of the meeting. Following a

brief discussion, it was agreed that the Clerk would find out some more information in respect of potentially re-opening sessions in September. Cllr O'Connell asked about promoting activities and Cllr Martin agreed to upload something on to the DPC Facebook page. It was agreed that the DPC could submit a Hire Agreement to the Village Hall.

7. Maypole – Update

- Cllr Steven Kaudeur reported that he had phoned the signwriters asking whether they could collect and deliver the Maypole as he considered that it would be prudent for them to do this rather than Cllr Le Poidevin delivering the Maypole on his roof-rack. The company would therefore take on the liability for collection and delivery.
- The Clerk reported that she had provided additional information to the DPC Insurers for their consideration.
- **It was RESOLVED that the DPC accept the quote of £105.60 Edge Signs Ltd for collection and delivery of the Maypole. It was acknowledged that the quote for painting the Maypole had been approved at a previous DPC meeting. This motion was proposed by Cllr Steven Kaudeur, seconded by Cllr Paul Le Poidevin, and carried unanimously.**

8. Dunchurch NDP – Update

- Cllr Paul Le Poidevin reported that the Steering Group had held a Zoom meeting on 9th June to discuss several matters and they would be meeting in the Library on Thursday to discuss holding a public meeting.
- Cllr Le Poidevin advised that Ken Knott had been in contact with both RBC and WCC, which he felt were positive conversations. Names of key associates are also being established with Maxine Simmons, Martin Needham (RBC) and Julia Garrigan.
- Cllr Le Poidevin went on to say that the Steering Group had received maps of the green spaces in Dunchurch from Erica Milwain, and she would purchase an ordnance survey map of the area.
- Cllr O'Connell advised that she had received a newsletter from Richard Allenach regarding SW Rugby News, and he had mentioned that he was holding a 'Vigil' outside Benn Hall on Thursday, 17th June.
- Cllr Le Poidevin said that RBC had approved the SW Rugby Supplementary Planning Document (SPD) last week at a cabinet meeting and would be voting on the standards for the development on 17th June.
- Cllr Le Poidevin also mentioned the application for the Symmetry Warehouse development which had been approved by RBC in March. He went on to say that the majority of the RBC Planning Committee had voted to approve the development, however, Cllr Eccleson had voted against.

9. Planning – All Applications received Since the last DPC Meeting: see Appendix Below.

- Cllr Paul Le Poidevin reported that the DPC had received several planning applications and they were listed as an Appendix to the minutes. He went on to say that all the applications received had been uploaded on to the DPC web site under 'Planning'.
- Cllr Le Poidevin confirmed that the DPC had submitted comments of no objections to most of the applications. However, the DPC had commented on application R21/O350 and said that the proposed two storey extension was to be rendered, which will give it a different appearance to the rest of the dwelling and the other houses in the street. It had been suggested that facing brick would fit in better with

the street scene, as well as the property itself. The DPC had also said that the alteration of the roofline will be different to all houses in the street and perhaps an alternative design could be recommended.

10.To report requests for information & FOI Requests from residents in Dunchurch.

- Cllr Howie Marsh reported that the DPC had received three FOI requests during the last month and two requests for the DPC to carry out an internal review. Cllr Marsh confirmed that both internal reviews had been undertaken and a response sent to the resident who had submitted the original requests, together with a link to the ICO if the resident wished to take the matter further.
- Cllr O'Connell asked if the information requested under Electoral Rights should be counted under 'Requests for Information'. Cllr O'Connell went on to say that one parishioner had access to the documents and paperwork in respect of the DPC Annual Audit and Cllrs had between them provided a full day at the Library to support this request. Following a discussion, it was agreed to publicise what the DPC did and did not do and upload a copy on to the DPC Facebook page. Cllr Martin agreed to put together a list.

11.Approval of Community Grants requested: *(previously circulated)*

- **Dunchurch Cricket Club - £5,000.00 – Supply & Install Outdoor Nets**
Cllr Marsh reported that some additional information had been requested from the Cricket Club and they would be meeting a potential supplier later this week. Therefore, the decision regarding the community grant would be deferred until the next DPC meeting on 12th July. This had been conveyed to the Cricket Club.
- **Dunchurch Community Garden - £2,500.00**
- The Clerk reported that she had requested some additional information regarding the project from the co-ordinator. However, she had only received reimbursement costs for the Community Garden, amounting to £557.00. Following a discussion, DPC Cllrs felt that they were supportive of the project, although if they approved the full amount at the present time, they were concerned that it would set a precedent in the future to cover retrospective payments.
- Cllr O'Connell pointed out that the DPC was already contributing in kind by allowing the three planters to be placed on the front of the Library garden and this lead to a discussion regarding when this had been approved by the DPC.
 - **It was agreed that Cllr Le Poidevin speak to the applicant and co-ordinator of the project to ascertain more information.**
- **Dunchurch Primary School - £5,000.00**
- It was noted that Cllrs Cara Martin and Jon Marlow had declared a Personal Interest.
- Cllr O'Connell said that the Grant Application received from the school had been an exemplary one and Cllr Marsh agreed with her.
 - **It was RESOLVED that the grant application submitted by the school was successful. This motion was proposed by Cllr O'Connell, seconded by Cllr Le Poidevin and carried unanimously.**

12.To discuss and agree the installation of a Bollard based on the Safety Audit Report from WCC.

- Cllr Howie Marsh reported that he had measured the space available on Southam Road and School Street for the installation of the bollard. He went on to say that the Safety Audit Report received from WCC had suggested that we need to be in line with 'DFT inclusive mobility' regarding minimum widths. He

went on to say that a clear width of 2000mm allows two wheelchairs to pass one another comfortably. This should be regarded as the minimum under normal circumstances. Where this is not possible because of physical constraints, 1500mm could be regarded as the minimum acceptable under most circumstances, giving sufficient space for a wheelchair user and a walker to pass one another. The absolute minimum, where there is an obstacle, should be 1000mm clear space. The maximum length of restricted width should be 6 metres.

- Cllr Marsh said that this means that installing on the first desired point (Southam Road) would not be possible as the space left will be a little over a metre (this would be above absolute minimum but below minimum under normal circumstances, which means we would need to put it on School Street, and this would leave around 155cm after installation of a bollard.
- Cllr Jan Gee Russell said that the safety of parishioners and members of the public were at stake. Cllr O' Connell asked if it would be possible to install a corner railing around Southam Road and School Street? The Clerk agreed to contact WCC to ask if this would be possible if the DPC paid for the installation.

13.To discuss the possibility of the DPC adopting the Telephone Kiosk on The Green – Update.

- The Clerk advised that she had sent a copy of the Agreement that the DPC would have to enter with BT to all the Cllrs.
- Cllr Le Poidevin suggested that the DPC engage with members of the community to ascertain whether they would be interested in utilising the space and it was agreed that Cllr Martin submit the question on the DPC Facebook page. It was agreed that this item would be included on the agenda for the next DPC meeting.

14.To discuss and agree a plan to re-open the Library in Dunchurch.

The Clerk reported that she had been in touch with the Area Librarian (South) of Warwickshire Library & Information Service, Gill Colbourne. She went on to say that the response from Gill had been that she believed that the DPC will have to recreate the CML in Dunchurch. This will obviously take a little bit of time and research. The Clerk advised that one of the first things to do would be to organise a CML Committee and she asked for volunteers who would be happy to be included as a member of the Committee. The Committee should comprise of Library Volunteers, Parish Cllrs, and herself. Cllrs Gee Russell, Jon Marlow and Ian Grogan volunteered to be part of the committee.

The Clerk reported that further actions that need to be considered are:

1. Contact Library Volunteers who would be happy to come back and ask for experienced Volunteers to help with setting everything up again.
2. Organise all the administration regarding insurance for volunteers, who are legally classified as employees.
3. The administration seems to be complex with the policies required to be in place and signed by all the Volunteers. There are also the compulsory obligations involved with the running of a Public Building for example up to date Fire Risk Assessments need to be in place. Apparently, Warwickshire Fire & Rescue can and do carry out spot inspections of the building and have the authority to close the facility immediately if the correct procedures are not in place.

4. There are also requirements that all our Volunteers need to complete an online training course for fire safety which is supplied as part of our Risk Assessment Provider service. The automatic doors need to be serviced and water quality and temperature need to be checked as well as the heating/air conditioning units need servicing plus Asbestos inspections.
5. The DPC would also need to provide a risk assessment to cover the day-to-day operational activities plus cover to any groups who wish to hire the library.
6. The DPC would need to purchase appropriate PPE for Volunteers and re-arrange the bookcases in order that members of the public can be socially distanced.

Following a discussion, it was agreed that the Clerk continue to find out as much information as she could and report back to the DPC.

15.To note and approve receipt of the Internal Audit Report.

Cllr Howie Marsh reported that the Internal Audit Report had been received and submitted to the External Auditors. A copy had been uploaded on to the DPC web site.

16.To appoint Trustees for Newcombe & Spiers Alms House Charity to May 2024 – Mr Robin Aird, Ms Anne Gilbert & Ms Myrtle W John.

The Clerk reported that she had been asked to seek additional information regarding the Charity, as DPC Cllrs would like to know more about their responsibilities/liabilities if they were being asked to appoint three Trustees. It had been agreed that an informal meeting take place to discuss the responsibilities of the DPC, if any, with the Clerk of the Trustees, one Trustee, Cllr Le Poidevin, and herself on 22nd June at the library.

17.To ratify Dunchurch PC's Standing Orders, Financial Regulations, Reserves Policy, Model Publication Scheme and Fixed Asset Register (*previously circulated*)

The Clerk advised that she had circulated all the above policies. She went on to say that there was only one change to the DPC Standing Orders and an additional paragraph under Item 20 – Responsibilities to Provide Information, point c. had been inserted as follows:

Where the cost to fulfil a Freedom of Information Request exceeds the Appropriate Limit, the Council may charge the requestor for complying with the request, in accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, Statutory Instrument No. 3244

The Clerk went on to say that there had been two small additions to the DPC Financial Regulations - **Item 4 – Budgetary Control & Authority to spend – Item 4.8 in red :**

4.8 The Clerk/RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, the **Finance Councillor has** access to the computerised financial system however he/she cannot edit any figures.

Item 11 – Contracts – 11.1 (h)

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above **£1,000** the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

- The Clerk also reported that the DPC Model Publication Scheme had also been changed slightly to include an extra column to include Additional financial information; invoices, deeds, contracts etc – Hard copy cost of 25p per copy. In addition, the Schedule of charges had been changed – see below:

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|--|--|
| Disbursement cost | Photocopying @25p per sheet (black & white) | Actual cost |
| | Photocopying @25p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | Staff Time if the number of FOI Requests are Excessive | £25.00 ph. |

It was **RESOLVED** that the above changes were made to the Policies. This motion was proposed by Cllr Le Poidevin, seconded by Cllr Steven Kaudeur, and carried unanimously.

18.Update re: Speeding, Traffic and Road Safety in & around Dunchurch

- The Clerk reported that she had been in touch with the Police regarding the following and their response had been:
- The PCSO team have limited resources, so they must spread themselves across all areas and not just Dunchurch.
- The Police target problem areas with their camera van and will also now look at other areas we have suggested.
- The Police are aware of other drivers flashing warnings to other drivers; however, this is not something they can prevent or act against drivers.
- The speed camera is insitu to send a message that the area is being monitored.
- The Police suggested that changes to speed limits or road layouts sits with the WCC and would require the council to assess the need for it, and this can take many years.
- For specific issues on Don Cerce Close, letters have been sent to registered keepers of cars where inconsiderate parking was observed/ evidenced on photos submitted to them.
- The Clerk said that she had emailed the following:
- WCC County Cllr – Community Speed Watch & Inconsiderate Parking – No response to date
- Vicky Oates – WCC Lead Commissioner Road Safety Education – Speeding & road safety
- David Wilson Homes – Ashlawn Development -huge cement lorries travelling at speed to and from development – positive response & they will highlight this issue.
- Kenneth Bratley (Police) – how to procure additional speed guns – emailed today and arranged a meeting next week to discuss.

- Rachel O'Connell (WCC Road Safety Officer) re: road markings & zig zag lines-emailed today
- RBC Enforcement – Lay-By in Coventry Road – Response from WCC – not able to enforce due to no parking restrictions. Highways Team determine & implement restrictions through Road Traffic Orders (RTO's) – would have to request and they have a limited number each year & the Lay-By is unlikely to be a priority.
- County Highways Minor Works – MOP parking on corners, blocking vision – Centre of Village, Stocks Green, Don Cerce, Tanser Court etc – requested help with parking permits/enforcement etc – no response to date.
- WCC, School Crossing Patrols – Requested SCP at Dunchurch Boughton C of E School – positive response & conducting a Survey.
- Civil Enforcement, Warwickshire – inconsiderate and dangerous parking – no response to date.
- The Clerk agreed to keep everyone informed of any progress and said that she would send a report to the two new Cllrs.
- Cllr Martin requested the Clerk to contact WCC regarding the installation of white lines across driveways in Don Cerce Close. She also asked the Clerk to request double yellow lines in Don Cerce Close.
- Cllr O' Connell asked if it would be possible for the Clerk to organise a meeting with WCC Cllr Howard Roberts.
- The Clerk also agreed to send a further email to the Estate Manager for Mitchells and Butler in respect of the Dun Cow car park.

19.Finance – See attached Bank Reconciliation.

- Cllr Howie Marsh reported that the Bank Reconciliations for April and May had been uploaded on to the DPC web site and that there had been a 65p discrepancy in the April reconciliation which had now been corrected and re-presented.
- Cllr Marsh went on to say that the DPC had received a VAT rebate of £8,886.98 in May and that he had reviewed the reconciliations and ticked off the closing balances against the Bank Statement.
- Cllr Marsh confirmed that there were no payments to be authorised.

20.Reports from Cllrs – Exchange of Information only.

- Cllr O' Connell reported that she had contacted Karen Handly about Tanser Court and unfortunately she has not been able to make contact even though she has called and emailed at various times. Karen had also said that she would be leaving Anya court at the end of July.
- Cllr O' Connell advised that she had been in touch with Dan McNeilage of the Daventry Road Community Speed Watch Group. She had broached the subject of having a Dunchurch wide CSW Group and Mr McNeilage had been enthusiastic. Cllr O' Connell said that she had emailed the Chair to ask her whether she could get in touch with Mr McNeilage to arrange a meeting.

21.Private Session

There were no items under Private Session.

Date of the next Ordinary Dunchurch Parish Council Meeting: 12th July 2021

The meeting closed at 9.10 pm.

Signed

Dated

PLANNING APPENDIX

| Application No. | Address | Proposal | Comments & Due Date |
|------------------------|---|---|-----------------------------------|
| R21/0367 | The Maverick, Bilton Lane, Dunchurch | Proposed Residential dwelling adjacent to The Maverick together with outbuilding to provide garaging for The Maverick, alterations to design approved under R19/1252. | No Objections |
| R21/0451 | 4 Willow Lodge, Wynsford Gardens, 15 Bilton Lane | Variation of Condition 2 of PP R19/1309 for extension of bedroom over garage, amendments to the internal layout along with reposition of windows, door & chimney. | No Objections |
| R21/0460 | The Coach House, Bilton Fields Farm Lane | Removal of UPVC conservatory and replace with two storey rear extension and detached carport/garden room. | No Objections |
| R21/0350 | 20 Bilton Lane, Dunchurch | Two Storey extension at side & front, extended porch, re-roof and external render – | Comments Made – see RBC web site. |
| R21/0413 | 14, The Hall Close, Dunchurch | PAX – Erection of kitchen extension | No Objections |